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POLICY

All individuals entering child care must be screened daily. Individuals must self-screen every day before arrival to the centre using the online electronic screening tool. This includes children, staff and essential visitors. Parents/guardians are to be informed of this process at registration. Where an individual has not completed the self-screen prior to arrival, active screening must be completed in person.

TERMINOLOGY


Essential visitor: An individual representing special needs sourcing agencies, the Ministry of Education, the Children’s Services Division, the Durham Region Health Department, essential maintenance workers, catering personnel, students completing post-secondary educational placements, and public officials (e.g., fire marshal). Hereafter may be referred to as “visitor.”

PROCEDURES

All parents, staff, and essential visitors must be provided with the electronic screening tool (<https://forms.durham.ca/CSD/DailyScreening>) and accompanying written process on how to use the tool.

Self-screening procedure


- Every child, staff, and essential visitor must complete a self-screening prior to entering the centre. All individuals should be encouraged to self-screen prior to arrival.
- Greet everyone in the screening area of the Centre with a friendly, calm manner.
- If more than one parent/caregiver tries to enter the screening area with the child(ren), ask that one parent wait in the car or outside as we are reducing the number of people who are entering the screening area.
- Request that parent/guardian/visitor and child(ren) use hand sanitizer.
- Staff will also do a visual check on anyone entering the facility. Where a child or adult is obviously ill (e.g., vomiting, diarrhea, fever) staff must refuse entry into the Centre.
- Confirm with each parent/guardian/visitor that the electronic screening tool has been completed and passed for each person entering the centre.
- If the electronic screening has been completed and passed:

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- Thank the parent/guardian/visitor for completing the screening.
- Advise that staff are mandated to confirm that screening has been completed and passed prior to anyone entering the facility.
- The supervisor/designate should review all failed screening tests each day. If the electronic screening has been completed, but failed:
 - Thank the parent/guardian/visitor for completing the screening.
 - Advise that child(ren)/staff/visitors who do not pass the screening may not attend the program.
 - Children/staff/visitors who do not pass the screening should follow guidance provided in the [COVID-19 Screening Tool for Children, Staff and Essential Visitors in Durham Region's Directly Operated Child Care Centres](#) according to the symptom(s) or situation to determine if further care is required. Parents should also follow guidance in this tool to determine when their child may return to care.
- If the electronic screening has not been completed, follow the procedure for in-person active screening.
 - Once screening has been successfully confirmed or completed, staff will take child(ren) into the facility. Parent/caregivers should not go past the screening area unless it is determined by the supervisor that there is a need for the parent/caregiver to enter. Screening of the parent would be required and documented in the visitor log that the parent has entered the centre.

Prior to active health screening at your Centre, staff must complete training on how to properly wear personal protective equipment (PPE) and complete the screening process. Preparation for screening is required:

- Ensure the [Screening Poster](#) is visible on the exterior door, as well as the sign indicating only one parent/caregiver and the child(ren) being dropped off may enter the screening area at a time.
- Identify/set up the location and staffing of the screening table:
 - Place screening table at foyer entrance, visually blocking entrance into the centre.
 - Ensure hand sanitizer of at least 60-90% alcohol content is visible to clients/staff in front of or at the screening table, along with [signage](#) demonstrating appropriate use. Dispensers should not be in locations that can be accessed by young children.


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- Maintain a minimum of two metres distance between staff conducting screening or screening confirmation and the person being screened.
- Staff must use appropriate PPE for when physical distancing of at least two metres or a physical barrier is not in place (medical mask, face shield/goggles).
- Refer to the Public Health Ontario [website](#) and view this [video](#) for how to properly wear and take off PPE.

In-person active screening procedure

In-person active screening is required if self-screening has not been conducted prior to arriving at the Centre.

- Advise parent/guardian/visitor that screening for potential risks of COVID-19 must be conducted prior to anyone entering the Centre to support the safety and well-being of staff children and families.
- In-person active screening can be done either electronically or by using a copy of the COVID-19 Screening Tool for Children, Staff, and Essential Visitors in Durham Region Licensed Child Care.
- Staff must refuse to allow anyone who answers **yes** or refuses to answer any of the COVID-19 screening questions.
- Anyone who is being screened in-person must be asked to take their own temperature or that of their child and show staff the results in between temperature taking:
 - A bin will be on the table with the thermometer in it. The parent/caregiver should be directed to take the thermometer from the bin, perform temperature reading for their child and place it back in the bin after use.
 - Staff must clean/disinfect the thermometer and bin by using soap and water and disinfectant spray or wipe.
 - Staff must follow directions for contact time of disinfectant.
 - Staff will wipe down thermometer after cleaning process with soap and water and contact time for use by next family.
 - The thermometer will be placed back in the bin.
- The temperature question must be answered according to the results. Child(ren) and essential visitors pass by answering **no** to all the questions, having no temperature and being visibly in good health.
- Once screening has been successfully completed, staff will take the child(ren) into the Centre. Parent/caregivers should not go past the screening area unless

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it is determined by the supervisor that there is a need for the parent/caregiver to enter. In this situation, the parent must have also been screened and be documented in the visitor log.

Staff screening procedure

- Staff should complete the electronic screening prior to arrival at the centre. Where this is not possible, staff must complete in-person screening prior to entering the centre.
- Staff who are experiencing any COVID-19 symptoms or who answer **yes** to any of the screening questions are expected to stay home and report their absence to their supervisor.
- Staff who do not pass the screening should follow guidance provided in the [COVID-19 Screening Tool for Children, Staff and Essential Visitors in Durham Region's Directly Operated Centres](#) according to the symptom(s) or situation to determine if further care is required. Staff should consult with their supervisor prior to returning to work. As per corporate policy, medical clearance to return to work is required for staff who are absent from work in excess of three working days.

Documentation

- Essential visitor logs with sign-in and out times must be completed (name, company contact information, time of arrival/departure) for anyone entering the Centre every day.
- Staff attendance must be recorded in the Daily Communication Log including approximate arrival and departure time.
- A reminder note for all staff to review the failed screens will be entered in the Daily Communication Log.
- The Supervisor or designate is responsible for ensuring information is managed and recorded where necessary. This includes reviewing screening records for any failed screens to monitor for potential testing and positive cases. Children's information (e.g., reason for absence) will be documented in the child's file on the Symptoms of Ill Health form.

Forms:

Symptoms of Ill Health

Day Nursery Illness Surveillance Form

[COVID-19 Screening Tool for Children, Staff, and Essential Visitors in Durham Region's Directly Operated Centre](#)